



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20461

RQ-5

Heidi Gerzowski, Treasurer
Howard County Democratic
Central Committee
P.O. Box 1363
Columbia, MD 21044

SEP 9 1994

Identification Number: C00262048

Reference: July Quarterly Report (4/1/94-6/30/94)

Dear Ms. Gerzowski:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your calculations for fundraising EVENT YEAR-TO-DATE totals are incorrect. EVENT YEAR-TO-DATE totals for administrative and voter drive costs are derived by aggregating all disbursements during the calendar year within the category. EVENT YEAR-TO-DATE totals for fundraising, direct candidate support, and exempt activities are derived by aggregating all disbursements during the calendar year within a specific event. These should be calculated by adding the latest disbursement for a category or event to the previous EVENT YEAR-TO-DATE total for that category or event. This running EVENT YEAR-TO-DATE total should be disclosed after each disbursement is listed. Please amend your report by providing the correct fundraising EVENT YEAR-TO-DATE totals.

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

A handwritten signature in cursive script that reads "Jan McBride".

Jan McBride
Reports Analyst
Reports Analysis Division

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